

# Meeting Minutes

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## Neighborhood and Community Engagement Commission Tuesday, August 23, 2016 – Minneapolis Central Library

**Meeting attendees:** Shannon Bean, David Boyd, Braulio Carrasco, Nick Cichowicz, Raya Esmaeili, Denis Houle, Marcea Mariani, Marcus Mills, Nasser Mussa, Jeffrey Strand, Patricia Vogel, Kenya Weathers and David Zaffrann.

**NCEC members excused:** Queen Kimmons and Jeanne Montrese.

**Staff Present:** Howard Blin, Cheyenne Brodeen and David Rubedor.

Guests: William Smith, BIKO Associates and Paula Pentel.

### 1. Public Comment

No one appeared to address the Commission.

### 2. Introductions

**Call to order:** Zaffrann called the August meeting of the Neighborhood and Community Engagement Commission to order at 5:18 p.m. Commissioners introduced themselves.

#### 2b Agenda Approval:

**Motion:** There was a proposal to move up agenda items 5 and 6 after agenda item 3. Strand moved to approve agenda as amended, Weathers Seconded. Motion carried.

Boyd called a point of order relating to the fact that new commissioners haven't been sworn in by signing the oath of office, which certifies each commissioner to be able to vote on items. The election for the Executive Committee is invalid. It is outlined in the City Charter.

Rubedor, NCR Director, responded that historically, boards and commissions have not consistently been signing oaths of office. The Clerk's office began administering the oaths of office at the new member orientation to do a better job of this. The City Clerk can attend the September NCEC meeting and administer the oath for the full commission.

Cichowicz stated that he was told at the new member orientation he attended that the NCEC was to be sworn in separately.

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Para asistencia 612-673-2700 - Rau kev pab 612-673-2800 - Hadii aad Caawimaad u baahantahay 612-673-3500.

Weathers stated that it is important to follow the law and rules –this is very important to him given his military experience. If City Charter states commissioners are supposed to sign oaths of office then they should.

Strand read the [section of the City Charter](#) regarding the oath of office requirement for board and commission members.

Zaffrann proposed that the City Clerk come to the next NCEC meeting and administer the oaths of office and meeting proceed.

Boyd is concerned that the meeting is still moving forward after Strand read the City Charter. Rubedor responded that the NCEC is an advisory board and all of the decisions or recommendations that the board makes are approved by the City Council.

Weathers stated that this is all about validity and credibility. He has served time in the military and believes rules should be followed and are there for a reason. This commission needs to do the right thing by following the rules, no matter what was done in the past.

Bean asked who on the commission had been sworn in. Only commissioner Boyd had been. She clarified that Boyd's point of order would lead to adjourning the meeting due to lack of quorum.

Mariani commented that the City has a history of not following State Statutes and laws, so why would they now. She also noted that during this conversation the Chair is not following Robert's Rules of Order and acting as a neutral party.

Mussa asked if this means that the commission has done illegitimate business this past year.

**Motion:** Vogel moved to include the City Clerk at the September NCEC meeting to administer the oaths of office. Esmaeili seconded the motion. Boyd abstains. Motion Carried.

### 3. Executive Committee Reports

#### 3a. Chairs' Report

Zaffran shared that the first executive committee meeting was held on August 10<sup>th</sup> and he is looking forward to working with the other Executive Committee members. There will be a Committee of the Whole meeting in September, the two main topics will be the strategic plan and discuss the meeting location for the NCEC meetings.

He also noted that there is a plan for IAP2 training for the commission in October.

Carrasco shared his enthusiasm for the IAP2 training opportunity.

#### 3b. Secretary's Report

**Motion:** Motion by Strand, seconded by Esmaeili to approve the July meeting minutes with [three edits on page 2](#). Boyd and Carrasco abstained. Motion carried.

13 members are present at the meeting for a quorum. Excused members are Kimmons and Montrese.

#### 3c. Establish Grievance Committee

Blin reviewed the background and process for the need to establish a grievance committee. An appeal of a decision on a grievance has been received. The grievance was first made against the East Phillips Improvement Coalition. In accordance with the Community Participation Program (CPP) Guidelines, the action on the grievance taken by the neighborhood was appealed to the Director of the NCR Department. The decision of the NCR Director is now being appealed to the NCEC. In the event of such an appeal, the CPP guidelines call for the NCEC to convene a committee to review the grievance.

Cichowicz stated that the individual who is appealing the decision of the grievance has contacted the commission. He said that it would be best for the Chair to respond on behalf of the commission versus each individual commissioner.

Mills asked what the scheduling process would be once the committee is established. Blin responded that staff will work with the chosen committee members to choose a time that works for everyone.

Boyd noted that the last grievance process he was involved with was disorganized and the grievance committee members didn't receive all of the information regarding the grievance. There seemed to be more of a backstory, in the future it would be helpful to get all of the information.

Esmaili echoes what Cichowicz and Boyd said. She also noted that the neighborhood only sent their staff person; it would be nice to have more board members present at the grievance meeting.

The grievance committee may have between 3-5 commissioners. Nominations for the grievance committee were accepted. The following commissioners showed interested in serving on the grievance committee: Mariani, Strand, Weathers, Boyd, Cichowicz, Carrasco and Bean. Strand and Carrasco then removed their names for consideration leaving 5 interested commissioners to serve on the grievance committee.

**Motion:** Strand moved to approve by acclamation the following commissioners to serve on the grievance committee: Mariani, Weathers, Boyd, Cichowicz and Bean. Cichowicz seconded. Motion Carried.

Strand asked if any commissioners have missed more NCEC meeting than the bylaws account for. Zaffrann responded that the attendance report was requested from NCR and the Executive Committee will review it.

### 3d. Selection of NRP Policy Board Representatives

Blin stated each year the Commission appoints four members to serve on the NRP Policy Board. The new terms will be for a one-year period. The Policy Board is responsible for reviewing and approving NRP Neighborhood Action Plans and modifications to existing plans. In addition, the Policy Board will be reviewing and approving Neighborhood Priority Plans.

The Policy Board has typically meets every other month or every third month, depending upon the amount of business. Meetings are held on the third Thursday at 5:00 PM, usually at the Crown Roller Mill Building.

In selecting representatives, there is no distinction between the eight elected members or the eight appointed members. The adopted resolution calls for the Policy Board representatives to be drawn from the full membership of the commission.

The practice has been for members to announce their interest in serving on the Policy Board. If more than four members are interested in serving, a voting process using written ballots will be used to make the appointments.

The following commissioners showed interested in serving on the NRP Policy Board: Boyd, Mariani, Weathers, Cichowicz, Mussa and Strand. Cichowicz and Strand then removed their names for consideration leaving 4 interested commissioners to serve on the NPR Policy Board.

**Motion:** Strand moved to approve by acclamation the following commissioners to serve on the grievance committee: Boyd, Mariani, Weathers and Mussa. Esmaeili seconded. Motion Carried.

Strand asked NCR staff to request that the vacant Mayoral appointee on the NRP Policy Board be a NCEC member.

## 5. Neighborhood Programming Audit Report

William Smith with Biko and Associates and Paula Pentel reviewed the findings of the Audit they conducted on the Evaluation of Neighborhood and Community Relations Department neighborhood programming and community support.

Boyd asked if there is going to be a report follow-up. Things have been implemented since the report has been finalized. Smith responded that his firm responded to the RFP to conduct the evaluation and report the findings. If there was a RFP to do additional follow-up his firm would be interested in submitting another proposal.

Strand stated that the report throws the NCEC under the bus. Maybe it is because of the low turnout of the focus groups and some of the other points that Mr. Smith articulated. Is the low rating of 10% on customer service to neighborhood acceptable? When he was a district commissioner he attended 7 of the 9 neighborhoods in his district quarterly. It was very difficult, what best approaches to dealing with this issue have you gleaned from your audit. Pentel responded that it is up to the commission to decide what level, either the 500 foot level or the local level; they are going to operate on.

Mariani commented that when she attended her neighborhoods meetings she heard feedback from them that they were confused as to whom to go to for help. Some felt as though they had the neighborhood specialists from NCR and wasn't sure of what the role of the commissioners were.

Weathers stated that neighborhoods ask for leadership and new members but seem to be disconnected with NCR and the chain of command. The commission is key to leading the charge and the role of the commission needs to be raised to act as advocates for the neighborhoods.

Zaffrann asked if someone could speak to how the report has been received by the City Council. Rubedor responded that the discussion of the report at the Health, Environment and Community Engagement Committee went well and directives out of that discussion are now back to the commission to act on.

**Motion:** Zaffrann moved to defer committee reports to the Committee of the Whole meeting and the Department reports to the September Full Commission meeting. Boyd seconded the motion. Strand – Nay. Motion carried.

**Adjourn:** Zaffran moved to adjourn the August meeting of the NCEC at 7:17p.m., Weathers Seconded the motion. Strand – Nay. Motion carried.